ASAIS Training Manual
for Reporting of Prevention Services
(Revised September 19, 2012)

Table of Contents

ASAIS Basics

Welcome to the Alabama Department of Mental Health claims and participant management system!

DMH staff, along with Harmony Information Systems, have specially configured the system to map your business processes in application.

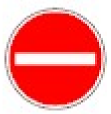
The ASAIS software only works using Internet Explorer. Your PC has been configured by your IT department to allow ASAIS and all its functionality to work properly.

The ASAIS application knows who you are based upon your assigned User ID. What you can see and do in ASAIS is determined by a pre-determined security level: your view of ASAIS screens may differ from those shown in this manual.

Any issues that you encounter during your use of ASAIS should be reported to your group's system administrator or IT department.

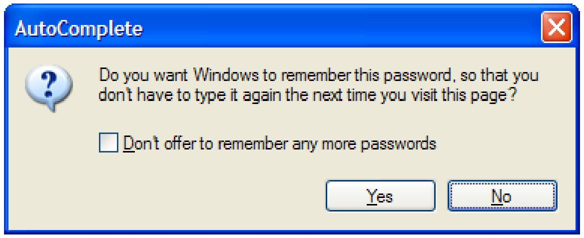
The ASAIS Sign In Page

Signing In To ASAIS



<u>CAUTION</u>

The first time you log in to *ASAIS,* you may receive the following message:



It is important that you respond "No" to this message. Otherwise, it is possible that an unauthorized person could access *ASAIS* and view confidential participant information by simply guessing your User ID.

1. Open your Internet Explorer

2. Type the address to the right to navigate to ASAIS.

3. Sign on with Username and Password (password is same as username). (Passwords are case sensitive, User ID's are not.)

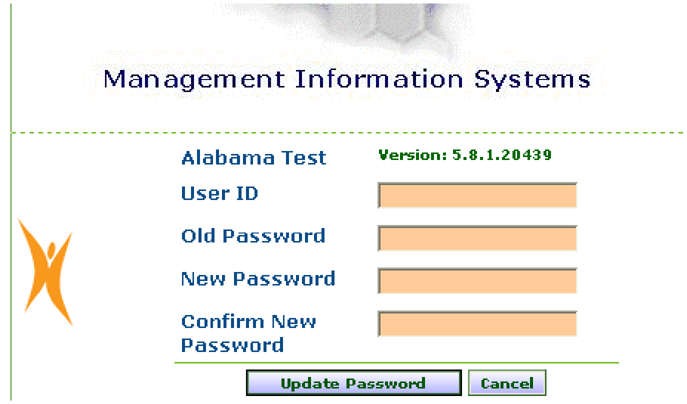
4. Click on the Login button (or press Enter).

5. Press F11 on keyboard to clear Explorer menus

LIVE: https://alabama.harmonyis.biz/AlabamaLive

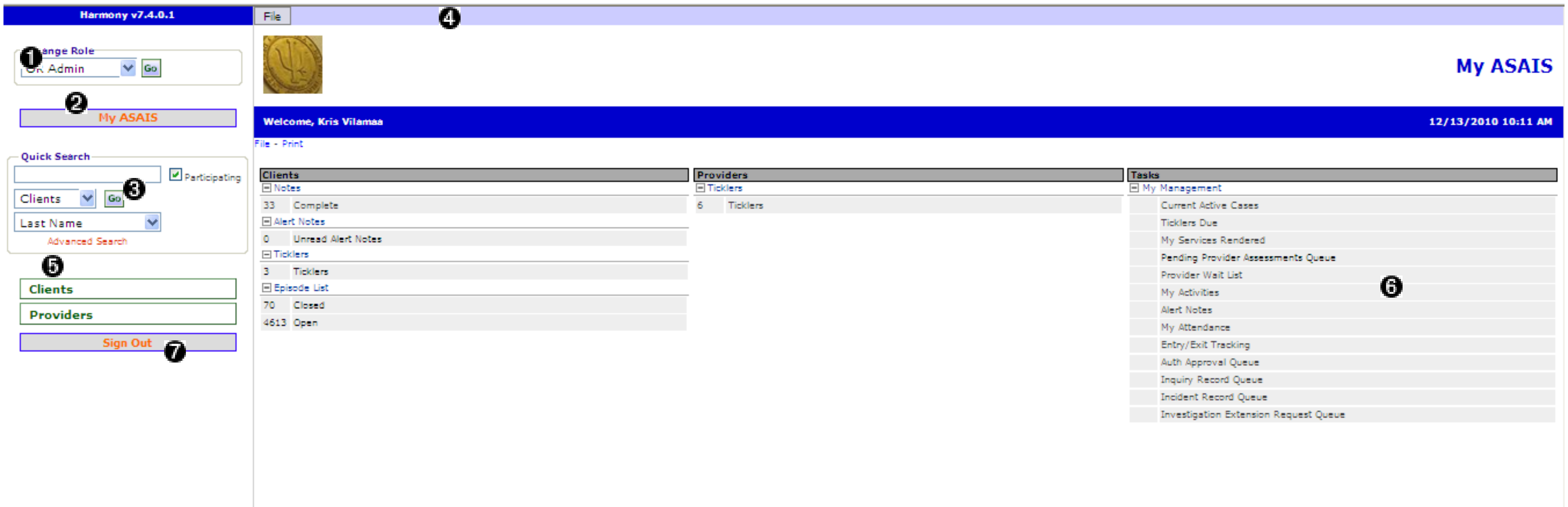
Changing Your Password

1. Click on the **Change Your Password** link.
2. Enter your User Name (User ID), Old Password, and New Password.
3. Click on the Update Password button. ASAIS will tell you that your password has been changed. Click OK.
4. Sign in with your new password.



My ASAIS Page

Navigating the My ASAIS Page



The Main Menu screen in *ASAIS* is called **My ASAIS**. The My ASAIS screen presents the user with up-to-the-minute links to all-important elements of their personal *ASAIS* usage. The *My ASAIS* link located at the top of the left-hand menu is always available, allowing the user to quickly return to the My ASAIS screen. Your screen may look slightly different depending on your access level.

1. Role	Displays the role under which you are currently viewing ASAIS.
2. My ASAIS	Clicking on **My ASAIS** at any time will bring you back to this page. If you check the box, clicking on will also refresh the data listed on the page.
3. Search	Use the **Quick Search** to find a Service Recipients, Providers or Claims. • Students can be searched for by Last Name, SSN, SIN, DOB, Sec ID or Case Number. Providers can

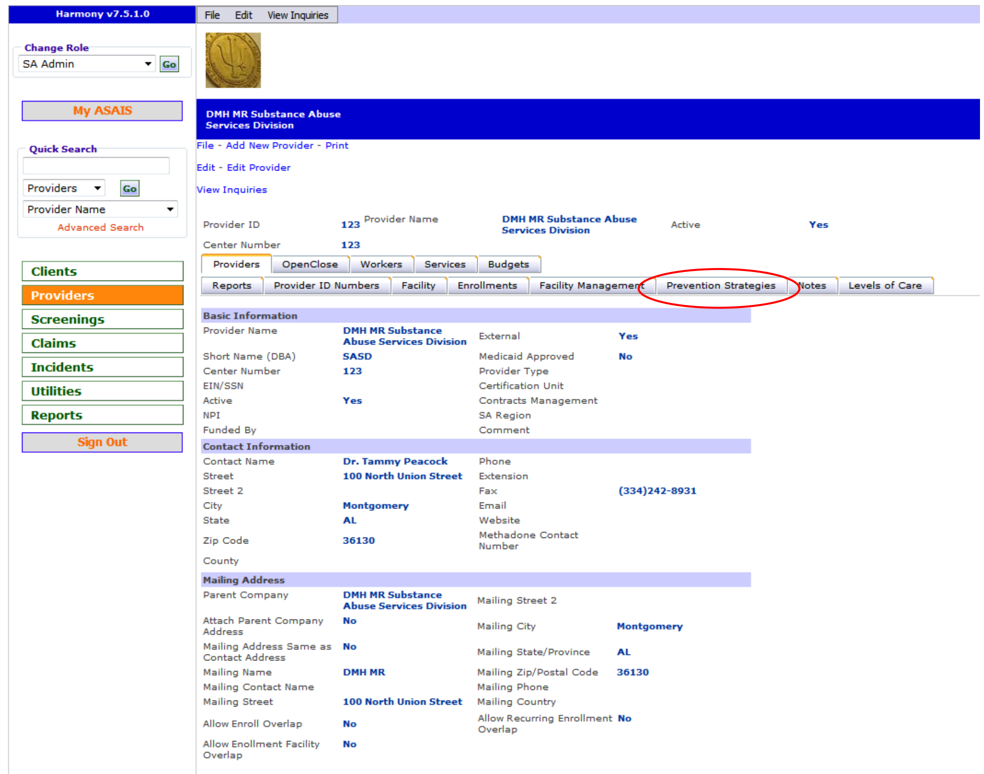
	be searched for by Provider Name and Provider Number. Claims can be searched by Claim ID, Case Number, Consumer Last Name, Claim Submitted Date, or Provider Identifier. • ASAIS will return a list of all possible matches. Open the desired record by clicking on it in the list. If there is only one match, ASAIS will take you directly to that record. • You may also enter just the first few letters of a Participant or Provider.
4. ASAIS Menu Bar	The **ASAIS Menu Bar** contains various tools that allow you to perform many tasks, such as adding new records, editing records, or printing a Report. The tools that are available depend upon which page the user is currently viewing.
5. Chapters	**Chapters** are links to different areas of ASAIS. The Chapters that a User may see and access are dependent upon their assigned security level.
6. Tasks	The **Tasks** section provides quick links to tasks and reports. The sections are described below:
• My Management	**My Management** provides supervisors with access to information regarding the cases of their direct reports: • **Ticklers Due** – displays a list, by worker, of all incomplete ticklers
• My Claims[1]	You may have access to **My Claims** if your role requires it. • **Add a New Claim** – opens an add new claims screen
Signing Out	
7. Sign Out	You may log out at any time by selecting **Sign Out.** It is important that you use the **Sign Out** link versus the Internet Explorer controls to ensure that information is probably saved before exiting.

Adding Prevention Strategy Information

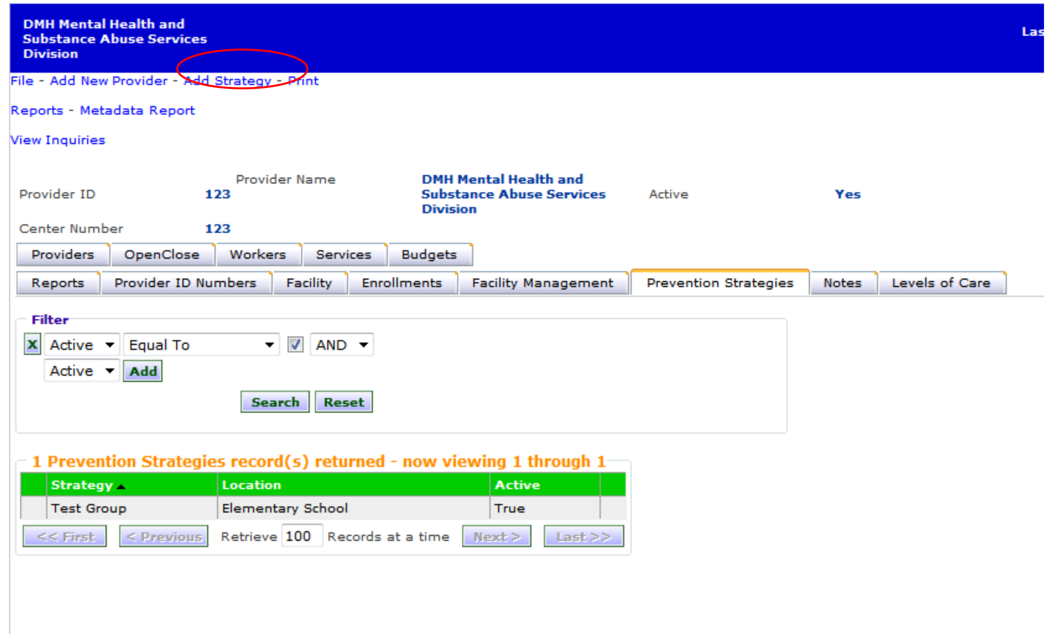
Prevention Strategy Description (Role: PR Staff)

EVERY prevention strategy utilized by a particular provider needs to be documented within the provider record in ASAIS. Strategies can span multiple years.

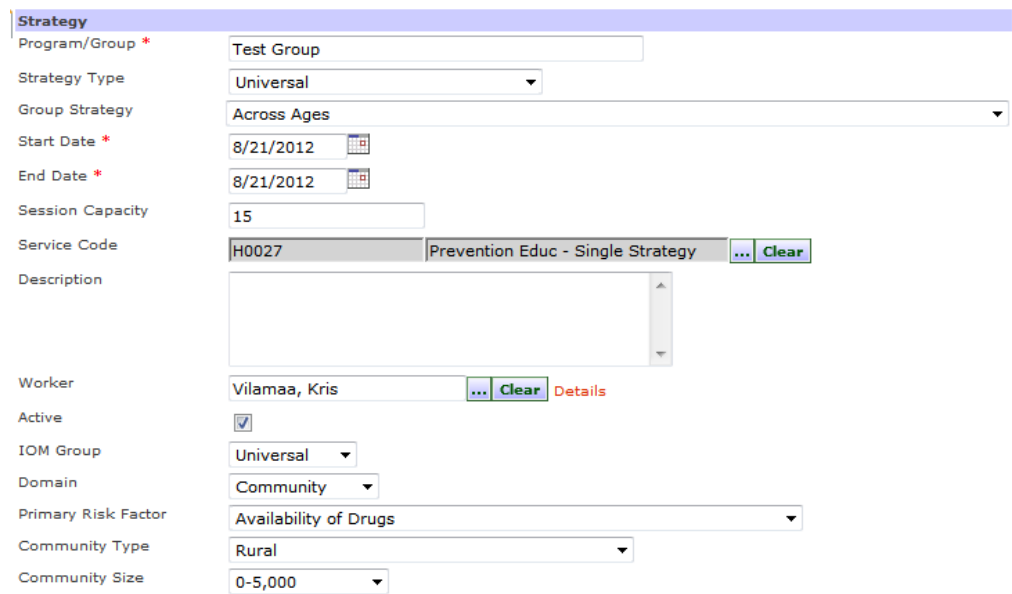
1. Navigate to the Providers chapter
2. Click on the *Prevention Strategies* tab



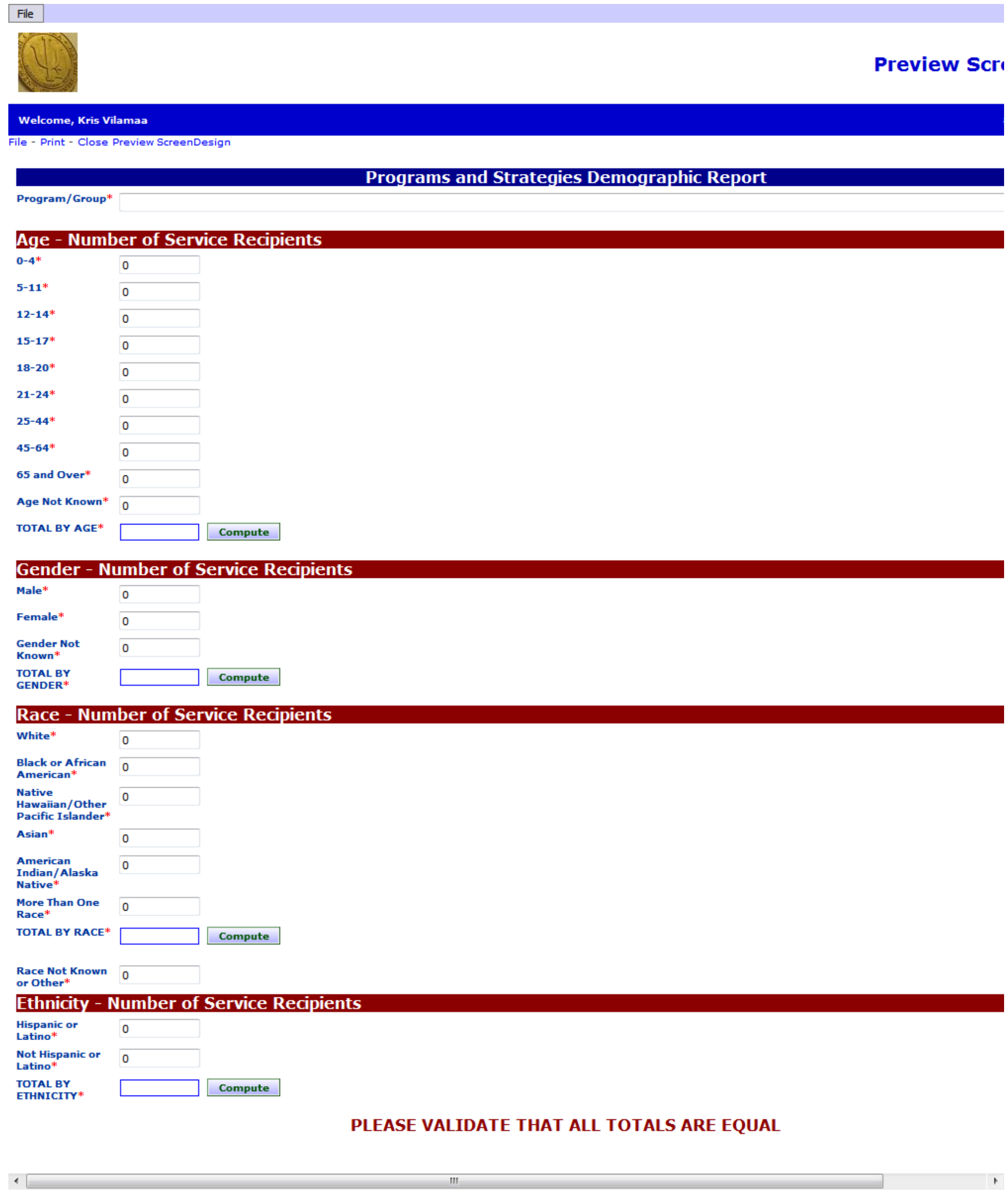
3. Click on *Add Strategy* to add a new prevention strategy



4. Complete the information indicated for the strategy



5. A Workflow Wizard (WFW) will open to instruct you to complete a demographic report for the Program/Group you just entered.
6. Complete the "Program/Group" field identically to what you did for the strategy screen previously
7. Fill in number of service recipients for each breakdown (age, gender, race and ethnicity)
8. Click compute as you finish each section
9. When you are complete, all totals should be equal. If they are not, please review and adjust reporting accordingly.
10. Click "Save and Close"

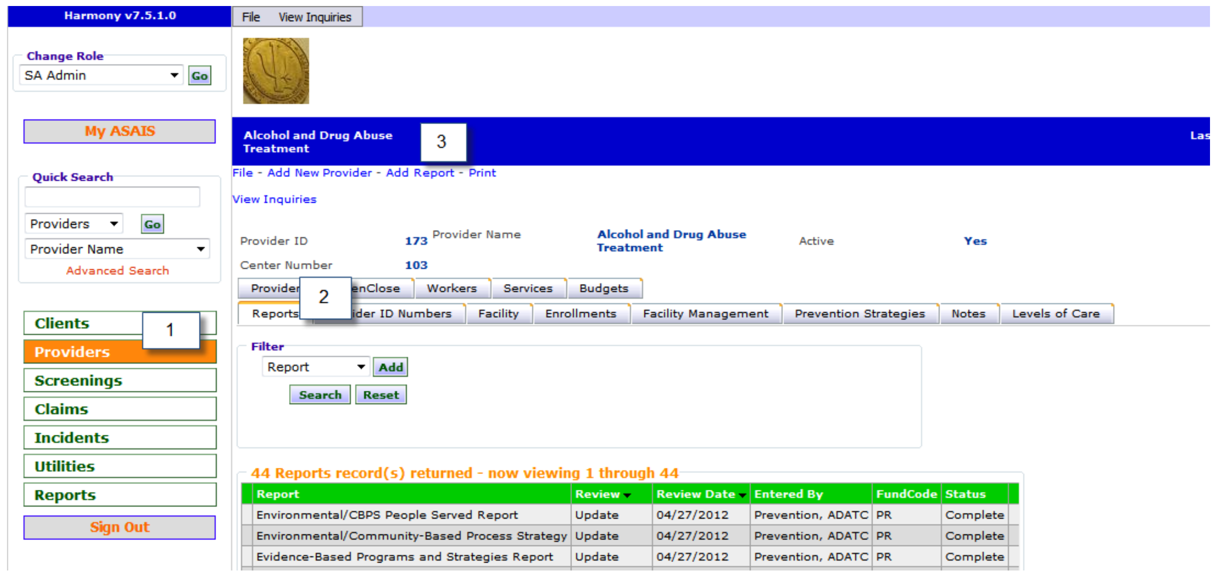


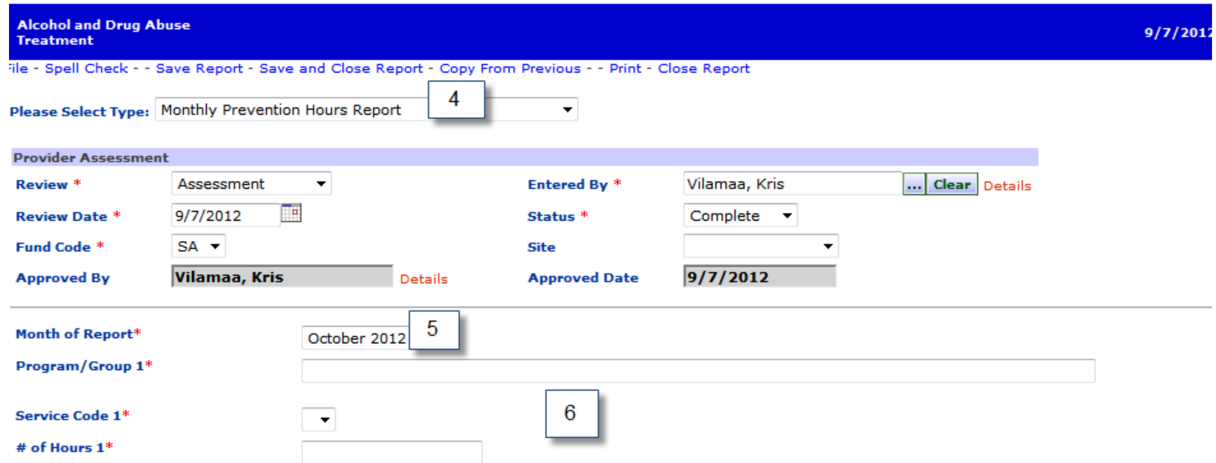
Adding Prevention Billing Documentation

Prevention Billing Documentation (Role: PR Staff)

Before payment can be released each month, a monthly summary of activities needs to be submitted that includes the breakdown of hours for each strategy in that month.

1. Navigate to the Providers Chapter
2. Click on “Reports” tab
3. Click on “Add Report”



4. Select "Monthly Prevention Hours Report" as *Type* 5. Select the "Month of Report" 6. Enter the name of each strategy provided this month, the service code and the number of hours 7. Total number of hours for each service code must match the total hours billed before payment can be released	
8. Click "Compute" at the bottom of the form, this will add all of the hours reported together. The total in that box must reflect the total hours billed for the month in order for payment to be released. 9. Click "Save and Close Report" at the time of the screen to finish the reporting process.